



Our Lady of Good Counsel School

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OLGC/CISVA APPEALS POLICY

One of the major roles of Our Lady of Good Counsel School is to develop socially responsible, inner directed, and self-disciplined persons capable of choosing freely in accordance with a well-formed conscience. This conscience is reinforced by the rules and norms established by the school and the classroom teacher.

Discipline at OLGC School is meant to develop within the students' courtesy and respect for themselves, their teachers, other adults and their fellow students. Rules and policies are also set to insure the safety and health of all the students. When these rules are not followed consequences result that may lead to suspension or in extreme situations expulsion from school. When this occurs decisions are made in accordance with "procedural fairness" and natural justice principles as outlined in the Procedural Fairness Best Practice Guidelines for Independent Schools.

APPEALING A SUSPENSION OR EXPULSION

When an appeal of a suspension or expulsion is brought to an education committee, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

- Did the student commit the infraction he/she is accused of?
- Is the infraction covered by policy and does the policy require or allow expulsion?
- Is the policy being applied properly? (*The wording in some policies is intentionally broad, e.g. gross misconduct. Was this infraction intended to be considered gross misconduct?*)
- Has the school followed its own and CISVA policy regarding the handling of the expulsion? (*proper notification in writing, procedural fairness & natural justice, due process, procedure and documentation, time lines, etc.*)

At the appeal, the Principal and the appellant will present their case addressing in writing with the necessary supporting documentation.

The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to the Principal or his or her representative 7 days in advance of filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.

APPEALS TO THE BOARD OF DIRECTORS

The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeals committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen (14) days after the

Education Committee's decision. *The decision of the Education Committee will not be overturned if school or CISVA policy and procedures were appropriately and fairly applied.*

If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudsperson shall be obtained from the Superintendent. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent. ***The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.***

The Board of Directors will communicate its final decision to all parties involved.